

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
October 17, 2011**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; and John Hoffman.

Members Excused: Scott Holewinski.

Others Present: Mike Romportl, Land Information; Jeff Hoffman; Sheriff; Ken Kortenhof, Emergency Management Director; Curt Krouze, Buildings & Grounds Director; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in the Community Room of the Oneida County Law Enforcement Center. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Krouze noted that the agenda did not properly reflect the correct day of the meeting minutes submitted for approval; the correct date should read, "October 3, 2011". Motion to approve the agenda with correction on item 3, by Fried/Dean. All aye on voice vote. Motion to approve the committee meeting minutes of October 3, 2011 with no additions, deletions or corrections by Hoffman/Fried. All aye on voice vote.

REPORT ON SALE OF COUNTY BUILDINGS

Krouze announced that Mike Romportl had been invited to today's meeting as the result of Supervisor Dean's request at the last meeting for a report on the potential sale of the county-owned buildings.

Mike Romportl stated that the former WPS building is for sale at the price paid by the county to obtain the building, \$525,000. He stated that he had one group interested in the building that currently houses the department on aging; he obtained utility information for them on both buildings and hasn't heard from them since. Romportl discussed his plans to take a resolution to county board in November to expand the county's options with regard to the buildings in order to make both properties more marketable, offering them for sale, lease, or land contract. He stated that it would be up to the full county board to make these changes. Romportl also discussed looking at the possibility of listing the buildings with a realtor, noting that this type of property isn't moving in the downtown area at all.

Discussion followed with regard to the ADA requirements and the possible responsibility to meet those requirements in the event the building is leased.

Romportl stated the former WPS building is costing about \$12,000 annually for utilities, and the department on aging building is costing about \$14,000 annually for utilities.

Supervisor Dean questioned if the price is a deterrent; he stated that the price is out of line for today's market.

Romportl responded that the county would take any offer into consideration, and it would be presented to county board; his committee has the authority to negotiate with the final decision to be made by the full county board. He stated he is waiting on the appraisal for the current department on aging facility, which will be available in November.

Supervisor Dean questioned the possible use of the WPS site for parking expansion at the courthouse.

SHERIFF'S DEPARTMENT STORAGE PROJECT and

a. CHANGE ORDER FOR SHERIFF'S DEPARTMENT STORAGE PROJECT

Krouze presented a draft change order to address grading issues at the law enforcement center, noting this change order will be slightly modified in the near future. He stated he is hoping to have the cost reduced further than what has been described in the draft change order. Krouze explained that the change order is needed due to an elevation grade change of about 30 inches that was never reflected in the design. Krouze stated that there was grading for about eight feet initially included in the project, but it appears the architect missed the grade change to the east. He stated that the building specifications only called for the eight-foot cut and grading, not the area all the way to the fence. He described steps that would have to be taken to remove the asphalt, fill and re-asphalt the area due to the heavy truck traffic. He stated that the area to the east has been re-graded to the proper level, but as you come toward the gate, the grading needs to match. Krouze stated that the architect feels there is a possible small reduction in the cost presented in the change order, so what was presented to the committee is not the final change order.

Krouze stated that the architect was on site Friday. He stated that the architect is not responsible financially to correct this issue, as they are exempt from covering errors and omissions. Krouze stated that there is a deduct of \$14,675 for the lift from the project costs, and there will have to be a change in the fastener system for the roof that will result in additional savings. He stated he could pay for the lift from this year's buildings & grounds budget, but this leaves us in a position of having absolutely no money for additional change orders. Krouze stated that the reality is there will be change orders in this project, and when those occur, we will have to go to finance for contingency money. He stated that not doing the

grading would be a mistake; he stated that ramps would be a nightmare for snow removal and with possible ice build up.

Supervisor Fried stated that he would like Krouze and corporation counsel to try to get the architect to cover some part of this problem.

Discussion followed on the possibility of the county hiring the contractor directly or hiring the county highway department to do the work, and possible problems that could occur if that were to happen. Krouze stated his recommendation would be to approve this change order up to \$21,792, with the hope that some type of reduction can be made.

Committee members did not recess to view the construction site; committee members stated they would view the situation after today's meeting.

Krouze stated that over calculation on the amount of fill would be the only change that would reduce the cost of this change order, and the architect hasn't completed reviewing these numbers.

Motion by Hoffman to approve the change order request for re-grading and blacktopping with the cost not to exceed \$21,792. Second by Fried. All aye on voice vote.

Supervisor Dean stated that he wasn't here when the decision was made to expand the evidence technician area. He questioned what is taking place in that area of the building.

Krouze responded that some of the evidence storage will move, and the evidence technician's space will change to include mobile drying closets; noting it is taking the existing space and addressing layout issues so it works better for the evidence technician.

Sheriff Hoffman stated that part of this is also taking a storage area for old files so that a secure area will be developed for evidence processing.

Discussion followed on the amount of evidence processed.

Krouze stated that there are cages where evidence is stored after processing, and a lot of the cost will be to move that storage right next to the evidence area. He indicated that the changing of the room is part of the block in a wall and some HVAC.

Dean asked Krouze to re-look at the \$40,000 cost.

REVIEW AND AWARD BIDS ON RENOVATION OF RIVER STREET FACILITY ROOF

Krouze provided history on this issue to the committee, noting that \$100,000 was set aside at the beginning of this year from the courthouse renovation account to remodel the River Street building for emergency management/hazmat. He explained problems with the front building and its roof. He further explained that the bids are to add insulation and provide for a walk-able deck, covering the top of the current facility. Krouze stated that this change should alleviate the major problems with ice buildup and leaking. He provided a list of bids that were received and his recommendation.

Krouze explained that while this isn't his favorite process, he felt it would be adequate, and recommended the bid from Nasi Roofing, with alternate 1 and alternate 2 added, (additional insulation and deduct for direct purchase), noting that the bid amount would be \$28,200 with those changes. The committee discussed the state of the back building. Krouze discussed how the committee decided to bring this building into a more workable condition rather than move emergency management's storage to the law enforcement center, which would have made that building project larger and more expensive. Discussion followed about the direct purchase to save sales tax. Krouze stated that with the additional insulation, and the roof and insulation that is there now, it would provide about an R-30 insulation factor. He stated that this should be completed yet this year.

Motion to approve the bid from Nasi Roofing for the River Street storage facility roof for a total of \$28,200, with the 15-year warranty and owner direct-purchase, by Hoffman/Fried. All aye on voice vote.

Krouze stated he would notify Korten Hof of what the construction schedule would be on this project.

REQUEST WAIVER OF VACANCY REVIEW FOR TWO ASSISTANT MAINTENANCE TECHNICIAN POSITIONS

Krouze related that due to the interdepartmental transfer of an assistant maintenance technician to a maintenance technician, a vacancy was created, along with another vacancy that will be created as one of the assistant maintenance technicians from the law enforcement center will be retiring December 23, 2011. Discussion followed. **Motion to recommend waiving the vacancy review process to the LRES Committee on the two assistant maintenance technician positions. All aye on voice vote, with the exception of Supervisor Dean, who abstained.**

NON BUDGETED ITEM REQUESTS

There were no non-budgeted item requests.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders and construction bills paid since the previous meeting was distributed to committee members. Motion to approve payment of the bills, construction bills, and blanket purchase orders by Fried/Hoffman. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

It was noted that the next agenda would include items as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, November 7th at 9:00 a.m. at the courthouse. Monday, November 21st at 9:00 a.m. was scheduled as the second meeting in November.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Fried. The time was 10:15 a.m. All aye on voice vote.

Jim Sharon,
Chairman
or John Hoffman,
Vice Chairman

LuAnn Brunette,
Committee Secretary